



CITY OF PALM COAST

VIA HAND DELIVERY, EMAIL and
CERTIFIED MAIL

November 14, 2024

Ms. Amanda Rees
21 Poplar Drive
Palm Coast, FL 32164

SUBJECT: Probationary Status of Employment

Dear Ms. Rees:

Since your hire with the City of Palm Coast Utilities Department on June 17, 2024, members of city administration have evaluated your progress as the Director of Utilities. The result of the ongoing evaluation is that your service as a probationary employee of the city will be terminated.

Please note the following excerpt from the City's Personnel Policies as it applies to probationary employment which was explained to you when you were hired:

- A. *The probationary or working test period is utilized to observe the new or transferred employee's work, to secure the most effective adjustment of a new or transferred employee to the position, to reject any employee whose performance does not meet the required work standards.*
- B. *The employment of a person shall not be deemed complete for a period of six (6) months, (one (1) year for Firefighters.)*
- C. *Any employee within the probationary period may be discharged, at any time, without cause, by the head of the department for which the employee works. The department head must coordinate this action with the Human Resources Office and furnish written notice to the employee that the employee does not have the right of administrative appeal.*

Accordingly, this letter is your formal notice that you are hereby terminated effective November 14, 2024. As a probationary employee, you do not have the right to administrative appeal.

Respectfully,

Renina Fuller
Director of Human Resources

Copy: Personnel File

9171 9690 0935 0314 7320 76



city of PALM COAST

160 Lake Avenue
Palm Coast, FL 32164
386-986-3718

To: Amanda Rees, Utilities Director

From: Lauren Johnston, Acting City Manager
Renina Fuller, Human Resources Director

Date: September 30, 2024

We are writing to inform you that it has come to our attention that, on multiple occasions, you have addressed utility staff in an aggressive and inappropriate manner. This includes, but is not limited to, instances of yelling and using a demeaning tone.

Examples of behavior that may constitute bullying include, but are not limited to:

- Discussing an employee's performance issues with their peers or subordinates.
- Yelling at an employee, whether in private or in front of others.

Such behavior does not align with our standards of professional conduct and mutual respect in the workplace. It is important that all employees, regardless of position, are treated with dignity and courtesy. As leaders in our organization, it is essential to set a positive example and foster a respectful and productive work environment.

If you have any questions or would like to discuss this matter further, please do not hesitate to reach out to me or the Human Resources Department at any time.

Thank you for your understanding and your commitment to maintaining a positive workplace culture.

Lauren Johnston, Acting City Manager

Amanda Rees

Date

Refused to sign
RF



11.02 WARNING & REPRIMAND

- A. Whenever employee performance, attitude, work habits, or personal conduct at any time fall below a desirable level, supervisors shall inform employees promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary measures.
- B. In situations where a verbal warning has not resulted in the expected improvement, a written reprimand may be issued defining the nature of the infraction under the rules. The written reprimand will be sent to the employee and a copy shall be placed in the employee's personnel file. The employee's immediate supervisor usually initiates a written reprimand.

Verbal Warning/Counseling - This type of discipline should be applied to infractions of a relatively minor degree or to situations where the employee's performance needs to be discussed. The verbal instruction should be given in private. The employee should be informed that the supervisor is issuing a verbal instruction, that the employee is being given an opportunity to correct the condition, and that, if the condition is not corrected, the employee may be subject to more severe disciplinary actions.

Written Warning/Counseling - This notice will be issued in the event the employee continues to disregard a verbal instruction and repeats the offense or for first time violations of a more serious nature. The notice shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline. Written Notices must be issued within a reasonable time after the occurrence of the violation claimed by the manager/supervisor unless there is cause for a reasonable delay due to employee or supervisor unavailability. The notice will be accompanied by a discussion session between the manager/supervisor and the employee.

The following list is a guideline for some of the more obvious types of conduct that may result in disciplinary action

What is a Verbal Warning?

A verbal warning is a disciplinary measure where an employer speaks to an employee about an issue involving their behavior, conduct, or job performance.

What is the purpose of a verbal warning?

A verbal warning, often called an unwritten warning, is a disciplinary method in which a supervisor orally notifies an employee of their unsatisfactory behavior and makes recommendations for improving performance.

Examples but not limited to:

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Absence without permission	<i>Verbal to Written warning</i>	<i>Written warning</i>	<i>Termination</i>
Unjustified tardiness or failure to adhere to work hours regularly	<i>Written warning to termination</i>	<i>Termination</i>	
Leaving the designated work area without permission	<i>Written warning to termination</i>	<i>Termination</i>	
At any time, for any reason, threatening, coercing, or frightening another associate	<i>Written warning to termination</i>	<i>Termination</i>	
Loitering or Loafing	<i>Verbal Warning</i>	<i>Written Warning</i>	<i>Termination</i>
Excessive use of personal time at work, such as phone calls and meetings	<i>Verbal Warning</i>	<i>Written Warning</i>	<i>Termination</i>
Use of language that is vulgar, profane, obscene, or abusive	<i>Written warning to termination</i>	<i>Termination</i>	
Harassment or unethical behavior at work	<i>Termination</i>		
Violation of safety rules, negligence, or engaging in dangerous activities	<i>Written warning to termination</i>	<i>Termination</i>	
Insubordination	<i>Written warning to termination</i>	<i>Termination</i>	
Wearing inappropriate attire or equipment	<i>Written warning</i>	<i>Written warning to termination</i>	<i>Termination</i>
False statements or falsification of records	<i>Written warning to termination</i>	<i>Termination</i>	